

Fee Proposal Forms Package

<u>Form Name</u>	<u>Form Number</u>
Certification (Bid)	702.03
Fee Proposal Form	700.05CDB
Noncollusion Declaration.....	701.05
Certification of Appropriate License and California Company	701.08
Bid Proposal Form Signature Page	701.06
Small Business Preference and Certification Request (if applicable).....	701.09

End of List



CERTIFICATION

RFP No. PW19-1
Project No. XHS421

Instructions:

ALL BIDS AND CONTRACTS MUST BE SIGNED BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM.

Provide the information requested below, including the type of organization for your firm, such as partnership, limited partnership, corporation, limited liability company, etc., and attach to this form a true and accurate copy of the firm's official record adopted by the firm's executives/board that authorizes certain of the firm's officers or employees to bind the firm. An example of such official record would be a corporate resolution duly adopted by a Board of Directors for a Corporation.

This is to certify that

1) I am _____
Name and Title of Authorized Signatory (such as John Smith, President)

2) of _____ ; and
Name of Firm

3) the attached official record, which lists only the officers or employees of our firm who are authorized to bind the firm, is a true and accurate copy as duly adopted by the Executives/Board of the firm on _____
Date

Signature Date

Firm's Type of Organization (see instructions above)

IMPORTANT NOTE

(If your firm is a sole proprietorship, you need not complete this form. For all other types of firms, be sure to attach to this certification a copy of firm's official record authorizing officers or employees of the firm to execute Contract Documents or to execute a bid submittal. If attaching more than one document, modify the form to reflect that fact.)



**FEE PROPOSAL FORM
FOR COLLABORATIVE DESIGN-BUILD SERVICES**

**RFP #PW19-1, HOUSING & RESIDENCE LIFE
SECURITY CAMERAS SURVEILLANCE SYSTEMS, PROJECT #XHS421
Humboldt State University**

To the State of California acting through the Board of Trustees of the California State University, on behalf of the {insert name of campus}, hereinafter called the Trustees:

For the above-referenced Project and Campus, the undersigned Proposer hereby offers, in the amounts stated below, to furnish all services for both the Phase 1-Design and Preconstruction Services Phase and the Phase 2-Design-Build Services Phase (construction agreement), and to furnish all labor, materials, tools, equipment, apparatus, facilities, transportation, and permits for the construction of said Project, in accordance with all the requirements of the Request for Proposals and to the satisfaction of the Trustees.

The Proposer also hereby agrees to enter into two agreements: a design services agreement and a design-build construction agreement for this Project if the Trustees accept this proposal. The Trustees reserve the right to reject any and all proposals and to waive any irregularities. The Direct Construction Cost Budget for this Project is \$768,000.00.

SPECIFY THE NUMBER OF EACH ADDENDUM YOU HAVE RECEIVED ON THE LINE BELOW.

The bid is subject to the provisions contained in the Contract General Conditions (note especially Article 32.00 *et seq.* regarding instructions to proposers), and proposer agrees that failure to comply with the conditions thereof shall be basis for rejection of this bid.

The bid must be submitted on this Fee Proposal Form, completely filled out, and with the Staffing Rate Proposal included, and emailed to A.Gail.Dungan@humboldt.edu and procure@humboldt.edu, at Humboldt State University, before 5:00 p.m. on Friday, November 15, 2019, or it will be disregarded. Only proposals from proposers qualified through the Request for Qualifications process with a current B, C-7, or C-10 license will be accepted.

Bidder's security is NOT required for the preconstruction phase of this project. However, for the construction phase portion of the project, 100% performance and payment bonds will be required (see the Contract General Conditions).

Five Percent Small Business Preference

The undersigned proposer may request the five percent Small Business Preference. To receive the five percent bid preference, Proposer must submit with its bid a completed "Small Business Preference and Certification" form 701.09, and shall check the appropriate box below to request the five percent Small Business bid preference, as either a:

- 1) CA certified Small Business upon verification in accordance with the CA Code of Regulations, Title 2, Section 1896.2, having applied for certification no later than 5:00 p.m. on bid opening date, or Yes No
- 2) Non-small business that commits to subcontracting at least 25% of its net bid price to CA certified small businesses and/or microbusinesses. Yes No

If Proposer checks one of the boxes above, and submits the completed form 701.09 (see above), the Trustees will grant a bid preference of 5% of the highest Technical Proposal Score. Reference the Contract General Conditions and Supplementary General Conditions for Collaborative Design-Build Projects, Article 32.11, Small Business Five Percent Bid Advantage.

DVBE Participation / Request for DVBE Bid Incentive

The Trustees require the successful proposer to achieve three percent (3%) DVBE participation in contracting construction projects as established in the bidding documents. Proposer will not list its DVBE subcontractors/suppliers with its bid.

The Trustees are granting a DVBE Bid Incentive, which is calculated as a percentage of the highest Technical Proposal Score for bid evaluation purposes only, in accordance with the Contract General Conditions for Collaborative Design-Build Major Projects, Article 32.12. Proposer shall indicate whether or not Proposer is requesting the DVBE Bid Incentive by checking the appropriate response below. Proposer commits to subcontract at least the percentage of DVBE participation of its net proposal price as stated hereon with one or more DVBE(s).

DVBE Participation	Incentive
3.00% to 3.99%	None
4.00% to 4.99%	1%
5.00% to 5.99%	2%
6.00% or more	3%

Proposer is requesting the DVBE Bid Incentive (check one): Yes No

Proposer shall indicate its Total DVBE Participation Percentage Commitment in the spaces below:

3% Mandatory + _____% DVBE Incentive = _____% **Total DVBE Participation Percentage Commitment.**

Once the selected proposer begins the competitive bidding and selection of the Trade Contractors, the selected proposer shall contact the Trustees' DVBE Advocate at (707) 826-3307, A.Gail.Dungan@humboldt.edu. If awarded incentive points for exceeding the maximum three (3) percent participation, and successful Proposer fails to achieve the incentive amount of participation, Trustees will assess a penalty as described in the Contract General Conditions.

Proposers shall complete the information in the following table. Reference Sections 10 and 13 in the Request for Proposals for a description of fees listed below. **Proposer:** click on table below to open Excel and enter fees.

Direct Construction Cost Budget (DCCB):	\$768,000	
Fees (RFP 10.03)	Fee Percentage (Fee as % of the DCCB)	Fee in \$ (Fee % * DCCB)
Design Fees for Design Phase & Design-Build Phase (percentage includes Overhead & Profit)	0.00%	\$0.00
Preconstruction Fees (percentage includes Overhead & Profit)	0.00%	\$0.00
Site Management Fee for Construction of the Project	0.00%	\$0.00
Design-Builder's Payment & Performance Bonds	0.00%	\$0.00
Subcontractor Payment & Performance Bonds or equivalent. Contractor allowance.	0.00%	\$0.00
Construction Phase Overhead & Profit	0.00%	\$0.00
Total Fees (RFP 10.03)	0.00%	\$0.00

The above amounts are to be stated in figures only and are the total amounts proposed for the entire Contract Work. Any alteration, erasure, or change must be clearly indicated and initialed by the Proposer. In the event of any error in the Fee Proposal, the individual fee percentages will prevail, and the math for the fee in dollars recalculated. The Proposer agrees that its fees proposed hereon will be held until 90 days after the scheduled award of the Phase 2 — Design-Build Services Phase (construction agreement), in accordance with the proposed schedule contained in the Request for Proposals.

The Trustees reserve the right to reject any and all proposals and to waive any irregularities.

The Phase 1 — Design and Preconstruction Services Phase shall be completed in accordance with the schedule provided in RFP Section 4.01. There are no liquidated damages associated with the Design Phase.

The Phase 2 — Design-Build Services Phase shall be completed in accordance with the schedule provided in RFP Section 4.01. The Trustees specify liquidated damages for the Design-Build Phase in RFP Section 3.02.

-End of Fee Proposal Form for Collaborative Design-Build Services-



**NONCOLLUSION DECLARATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID FOR:**

Project No. PW19-1

Project Name Housing & Residence Life Security Cameras Surveillance System, Project #XHS421

The undersigned declares:

I am the _____ of _____, the party making the forgoing bid.
Title Company

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____, 20__ at _____, _____.
City State

Printed Name Signature



**CERTIFICATION OF APPROPRIATE LICENSE,
DIR PUBLIC WORKS REGISTRATION, AND CALIFORNIA COMPANY**
(Public Contract Code, Chapter 6100 *et seq.*)

Project No.: PW19-1 Project Name: Housing & Residence Life Security Cameras Surveillance System, Project #XHS421

The undersigned bidder declares:

- 1) That the attached pocket license or certificate of licensure is the Contractor's, is current and valid, and is in a classification appropriate to the work to be undertaken on the above-referenced project for which bidder is submitting a bid, per Public Contract Code Section 6100(b). Attach a copy of the pocket license issued from Contractor's State License Board.
- 2) That the Contractor is currently registered to bid public works projects with the Department of Industrial Relations (DIR), and shall maintain this registration current through the duration of this project. Attach documentation of the registration number issued by the DIR.
- 3) The bidder qualifies as a "California Company" per Public Contract Code Section 6107. Check one of the following statements that applies to the bidder:
 - Bidder has its principal place of business in California.
 - Bidder has its principal place of business in a state in which there is no local contractor preference on construction contracts.
 - Bidder has its principal place of business in a state in which there is a local contractor construction preference, and bidder has paid not less than five thousand dollars (\$5,000) in sales or use taxes to California for construction related activity for each of the five years immediately preceding the submission of this bid.

If bidder does not qualify as a California company (and has not checked one of the statements under item 3 above), please complete the following information:

State in which Bidder has its principal place of business

Amount of the local contractor construction preference offered

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on this _____ day of _____, 201_____, at _____, California.

Signature of Bidder or officer of Bidder authorized to execute contracts

Print or type name of person signing

Print or type name of business entity

Address



BID PROPOSAL FORM SIGNATURE PAGE

Date	Project Name RFP #PW19-1, Housing & Residence Life Security Cameras Surveillance System, Project #XHS421
Name of Bidder's Firm ¹	

ALL BIDS AND CONTRACTS MUST BE SIGNED BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM. The undersigned Bidder, as authorized by its firm, hereby submits this bid pursuant to the contract documents. If Bidder is:

A. An Individual Proprietorship:

(Postal Address of Firm)	(License Number)
(Signature, Printed Name of Person Signing)	(Phone Number)

B. A Partnership: (check one) Partnership Limited Partnership Other (specify type) _____

(Postal Address of Principal Office of Partnership)	(License Number)
(Signature, Printed Name and Title of Authorized Person(s) Signing) ³	(Phone Number)

C. A Corporation/LLC/Other: (check one) Corporation Ltd. Liability Co. Other (specify type) _____

(State of Incorporation/Organization)	(Phone Number)	(License Number)
(Postal Address of Principal Office of Corporation/Organization)		
(Signature, Printed Name and Title of Authorized Person(s) Signing) ³		

D. A Joint Venture:

(Name of Joint Venture)	(License Number, if known) ⁴
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An Affidavit of Joint Venture form must be filed five days prior to bid opening and each member of the joint venture must be prequalified one day prior to bid opening as provided in Article 2.02 of the Contract General Conditions. Each member of the joint venture shall fill in the information below corresponding to the member's type of business organization. If the joint venture has more than one of the same types of business organizations, additional copies of this page containing the required information and signatures shall be added and attached to this proposal form. Any such attachments are a part of this proposal form.

First Member of the Joint Venture		Second Member of the Joint Venture	
(Name and Type of Firm) ¹	(License No.)	(Name and Type of Firm) ¹	(License No.)
(Postal Address of Principal Office of Firm)	(State of Organization)	(Postal Address of Principal Office of Firm)	(State of Organization)
(Signature and Printed Name of Authorized Person(s) Signing) ³		(Signature and Printed Name of Authorized Person(s) Signing) ³	
(Title of Person Who Signs Above) ²	(Phone Number)	(Title of Person Who Signs Above) ²	(Phone Number)

Notes:

- 1 Name of firm must be the same as appears on state contractor's license and on the CSU prequalification letter.
- 2 If signature is by an agent, other than by an authorized signatory of a corporation or a partnership, a power of attorney must be on file with the Trustees before bid opening or be submitted with this bid.
- 3 For the following types of firm, a certified copy of the official record/documentation as indicated below authorizing signatory to bind this bid/contract must be submitted with the Trustees-prescribed Certification form 702.03:
 Partnership: partnership agreement or power of attorney.
 Limited Partnership: certificate of limited partnership as filed by the CA Secretary of State.
 Corporation: corporate resolution of board action.
 Limited Liability Company: Articles of Organization, filed by the CA Secretary of State.
 Other Type of Organization: identify type of firm above; provide firm's official record or documentation authorizing signatory to bind this bid/contract.
- 4 The Joint Venture must have the required license in place at time of award of contract, and if awarded the contract, must return with the contract a resolution authorizing someone to sign contracts, change orders, and other documents for the joint venture.



SMALL BUSINESS PREFERENCE AND CERTIFICATION REQUEST

(Bidders requesting a 5% Small Business Preference must sign below and enclose this form with their bid/proposal.

If your firm is not claiming the small business preference, **do not submit this form with your bid/proposal.**)

Project No. PW19-1 Project Name Housing/Residence Life Security Cameras Surveillance System, Proj XHS421

The undersigned hereby requests the small business preference and further certifies under penalty of perjury, that the firm still meets the requirements of the California Code of Regulations, Title 2 section 1896 *et seq.*

NOTICE TO ALL BIDDERS: The California Government Code, section 14835 *et seq.* requires that a five percent preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of service, are contained in California Code of Regulations, Title 2 section 1896, *et seq.* A copy of the regulations is available upon request.

If your firm is a Small Business and wishes to claim the small business preference, which may not exceed \$50,000 for any bid, your firm must have its principal place of business located in California, have a complete application (including proof of annual receipts) on file with the Small Business & DVBE Services Branch, in the Procurement Division of the State of California Department of General Services, by 5:00 p.m. on the date bids are opened, and be verified by such office. **Please indicate by checking the box below whether your firm is claiming the preference and is a Small Business.** Small Business

OR

If your firm is a Non-Small Business and wishes to claim the small business preference, your firm must notify the Trustees by signing below, that your firm commits to subcontract at least 25% of its net bid price with one or more small businesses, submit a timely responsive bid, list the small business subcontractors and include name, address, phone number, portion of the work to be performed, and the dollar amount and percentage per subcontractor, and be determined a responsible bidder. **Please indicate by checking the box below whether your firm is claiming the preference and is a Non-Small Business.** Non-Small Business

Questions regarding the preference approval process should be directed to Small Business & DVBE Services, telephone (800) 559-5529 or (916) 375-4940, address: 707 Third Street, First Floor-Room 400, West Sacramento, CA 95605, or if by mail: P.O. Box 989052, West Sacramento, CA 95798-9052. You can also reach them via email (osdchelp@dgs.ca.gov) or on the Internet: www.pd.dgs.ca.gov/smbus.

IMPORTANT NOTICE (Read before signing)

The "Small Business Preference and Certification Request" **must be signed** in the same name style in which the bidder is licensed by the Contractors State License Board. Bidders bidding jointly or as a combination of several business organizations are specially cautioned that such bidders must be jointly licensed and approved in the same form and style in which the bid is executed.

Legal Name Style of Bidder(s): _____

Signature of Bidder: _____ Date _____

In the event the bidder has received assistance in obtaining bonding for this project, it shall set forth below the name and nature of the firm providing such assistance. Should the firm be listed as a subcontractor, bidder shall set forth the percentage of the contract to be performed by the subcontractor.

Name of Firm: _____ Is Firm a Listed Subcontractor? YES-Percentage _____ NO

Special attention is directed to California Code of Regulations, Title 2 section 1896.16 for penalties for furnishing incorrect supporting information in obtaining preference.